

MEMORANDUM FOR THE RECORD

22 January 1953

25X1A9a [REDACTED] of Real Estate and Construction
25X1A9a Division met with [REDACTED] of [REDACTED] on 22 January,
25X1A9a to discuss the forthcoming visit of [REDACTED] to [REDACTED] for the
25X1A9a purpose of negotiating leases for housing. The following points were
agreed on subject to modification and additions thereto prior to Mr.
[REDACTED] departure:

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1. Leases will be negotiated at the same cost as is being paid under present rental arrangements. Some slight increase or decrease may be necessary but any increase should be small.

25X1A8a 2. Only housing considered suitable by [REDACTED] and the
[REDACTED] Chief will be leased.

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25X1A9a 3. The effective date of the lease and the amount of advanced payment will be left to the discretion of the Contracting Officer, [REDACTED]. For administrative reasons, however, it appears desirable to have the lease effective 1 July.

4. The Contracting Officer will have either a renewal clause or a funds available clause in the lease.

5. Separate contracts will be negotiated for the rental of furniture.

6. Bills for furniture rental and utilities will be paid by the individual classified employee and the [REDACTED] will reimburse him.

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7. Classified employees will be reimbursed for the cost of furniture and utilities not to exceed the balance of the quarters allowance which they would be authorized, after the cost of renting premises has been deducted.

8. Foreign Nationals salaries will be reduced an amount to be determined by the Contracting Officer and the [REDACTED] Chief. They will give consideration to rental costs in determining the reduction. In general the reduction will not be in the full amount of the cost.

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9. Foreign National employees will pay for their own furniture and utilities without direct reimbursement.

10. Furniture will include stoves, refrigerators, heaters and other necessary household apparatus.

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